

# Rochester City School District

## Work-Based Learning (WBL) Agreement

### July 1, 2015-June 30, 2016

**Contact information for school, student, parent/guardian and employer**

School: \_\_\_\_\_ Address: \_\_\_\_\_

WBL Coordinator Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_ DOB: \_\_/\_\_/\_\_\_\_\_

Student Address: \_\_\_\_\_ Telephone #: (\_\_\_\_) \_\_\_\_\_

Student E-mail address: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Telephone #: (\_\_\_\_) \_\_\_\_\_

Hillside: Yes  No  Name of Youth Advocate: \_\_\_\_\_

Community Based Support (i.e. Encompass, Upward Bound): \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Telephone #: (\_\_\_\_) \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Supervisor/Mentor Name: \_\_\_\_\_ Telephone #: (\_\_\_\_) \_\_\_\_\_

**WBL Program Type (please check one)**

*Co-op: The purpose of a Co-op program is to further develop what the student learns in school with a work-based learning experience. This is generally a paid work experience. Students are able to earn up to 2 credits, with each half credit earned equivalent to 150 hours worked.*

*GEWEP: The purpose of a GEWEP program is to offer students an opportunity to participate in paid, productive work, with related classroom training provided on an on-going basis. Students are able to earn up to 2 credits, with each half credit earned equivalent to 150 hours worked.*

*CEIP: The purpose of a CEIP program is to expose students to career opportunities at a work site with guided supervision and observation experiences. This is generally a non-paid experience. Students are able to earn up to 1 credit, with each half credit earned equivalent to 54 hours worked.*

**Responsibilities of each of the parties: student, parent/guardian, school authorities and employer.**

**The Student will:**

1. Meet all requirements of the employer.
2. Continue to make satisfactory academic progress toward graduation.
3. Maintain satisfactory school attendance of 95% throughout the program.
4. Comply with the district and employer policies, rules, and regulations and conduct themselves in a satisfactory manner.
5. Show up to work on time and according to the employer's schedule.
6. Not attend work if he/she is absent from school and will notify employer.
7. Discuss work-related problems with any person with whom he/she feels comfortable from their support network.
8. Be responsible for transportation to and from the work site.
9. Review school and work performance evaluations with employer and WBL Coordinator.
10. Attend scheduled Work-Based Learning courses and complete relevant assignments.
11. Wear personal protective equipment (PPE) and/or proper identification on company property.

Updated 10/15/2015

**The Parent/Guardian will:**

1. Attend orientation sessions, parent meetings, and conferences, as needed.
2. Work cooperatively with the school and the employer to enhance student success in the program.
3. Be aware of the requirements for attendance, grades, and behaviors necessary for the student to remain in the program.
4. Maintain open channels of communication with the WBL Coordinator and school administration.

**The School and the WBL Coordinator will:**

1. Provide a certified WBL Coordinator to be available for any matters that arise involving the student.
2. Explain liability/insurance to student, parent/guardian, and employer.
3. Cooperate, communicate and follow through with the employer regarding any problems that may arise.
4. Maintain student records for program.
5. Work with the employer and student to develop a meaningful training plan.
6. Meet with student and provide a work related curriculum.
7. Work with employer to ensure student gets health and safety training applicable to their employment.
8. Make at least two worksite visits per semester.

**The Employer will:**

1. Comply with local, state and federal labor laws.
2. Provide Workers Compensation for student employees in paid work assignments.
3. Complete student performance evaluations at the completion of each marking period.
4. Provide appropriate job orientation and training.
5. Cooperate, communicate and follow through with the WBL Coordinator regarding any problems that may arise.
6. Explain pay and benefits to the student.
7. Provide a support mechanism through a program coordinator/mentor/job coach/supervisor.

**THIS AGREEMENT MAY BE TERMINATED AT ANY TIME BY MUTUAL NOTIFICATION OF ALL PARTIES INVOLVED.  
IF TERMINATION OF STUDENT OCCURS,  
RCSD REPRESENTATIVE MUST BE PRESENT FOR AN EXIT INTERVIEW AT TIME OF TERMINATION.**

**SIGNATURES:**

Student		Date: __/__/_____
Parent or Guardian		Date: __/__/_____
Employer		Date: __/__/_____
WBL Coordinator		Date: __/__/_____

*RCSD: An Equal Opportunity Provider*

*With regard to both educational programs and employment, the Rochester City School District makes opportunities available without regard to age, race, creed, religion, color, national origin, sex, sexual origin, marital status, disability, genetic disposition, or HIV or hepatitis carrier status. Equality of opportunity in employment includes hiring, firing, wages, salaries, promotion, and other conditions of employment.*

*Inquiries regarding this policy may be directed to our Title IX (Discrimination) Compliance Officer at 585-262-8583, or our Section 504 (Disabilities) Compliance Officer at 585-262-8448. Address for both officers is Rochester City School District, 131 W. Broad St., Rochester NY 14614.*